

CANNON AIR FORCE BASE - FREEDOM OF INFORMATION ACT (FOIA)

REQUEST FORM

Ways to submit your request:

Email to: Cannon.foia@Cannon.af.mil

Fax to: 505-784-1724

Hand Carry or Mail to: 27 SOCS/SCXK (FOIA) Bldg 1249

101 West Eureka Avenue

Cannon AFB, New Mexico 88103

FOIA requests are submitted by private citizens. They should not use government equipment, resources, supplies, stationery, or official mail channels, including e-mail, to make/follow-up on FOIA requests. You may use your home fax or e-mail account to submit a request.

Privacy Act Statement:

Authority: 10 USC 8013; 5 USC 552

Principal Purpose: To obtain necessary information so that a response can be provided to your FOIA request.

Routine Use: Your request may be referred to another Federal agency if the record(s) you seek originated with that agency.

Disclosure: Voluntary: However, no reply can be given if the requested information is not furnished.

All below information is necessary to respond to your request

Date of Request:	
Your Name (Do Not Use Government title):	Circle: Mr. Mrs.Ms.
E-Mail Address:	
Company Name (if applicable):	
Mailing Address:	
Phone Number:	()
Your Request: The description of the records might include any facts or clues about the time, place, persons, events, subjects, or other details of the information or records; these details would assist in locating the records responsive to your request.	
I.A.W. DoD 5400.7, I am willing to pay fees for this request up to a maximum of \$15.00 or \$_____. If you estimate that the fees will exceed \$15.00 or \$_____, please inform me first.	
Please feel free to redact any nonreleaseable information covered under the Privacy Act Law of 1974 and FOIA exemptions 1 - 9.	
SIGNATURE: _____	